

## FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING

In-Person & ZOOM MEETING Tuesday, November 9, 2021 6:30 PM, directly after Pension Board Meeting

The Board meeting will be held both virtually and in-person; instructions to join the meeting can be received by emailing [info@frfr.co](mailto:info@frfr.co) Individuals who wish to make comments regarding items scheduled on the agenda or wish to address the FRFR Board during public comment on items not specifically scheduled on the agenda will use the Q&A option in the Virtual Meeting and a moderator will deliver the comments to the Board, or individuals may send public comment to [info@frfr.co](mailto:info@frfr.co) prior to the meeting.

The FRFR BoDs Meeting is called to order by Director Rutt at 18:39 immediately following the FRFR BoDs Pension Meeting. Those in attendance: Darrin Rutt, Blair Howe, Reid Hobler, Greg Freehling, and Jim Young is attending virtually. Also in attendance are Chief West, Chief Drage, Christine Champlin, BC Shane Doyon, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE: Said prior at FRFR Pension Meeting.

PUBLIC COMMENT: None.

CONSENT AGENDA: Freehling moves to approve the Consent Agenda. Hobler seconds. Roll call: Rutt, yes; Howe, yes; Hobler, yes; Freehling, yes; and Young, yes. Motion passes.

### STAFF REPORTS:

#### Administrative/Financial:

#### Executive Financial Summary:

General Fund Revenue October 31st YTD revenue is at 4,665,380 101% of our budget for 2021.

- As of October 31st, we are sitting at 81% of general fund expenditures for the year:
  - \$528,927 for Operations & Management Exp, which is 83% of the budgeted expenditure
  - 3.4 mill for administrative costs, which is 81% of the budgeted expenditure
  - The special events account reflects the MDA donation that was collected during The Fill the Boot campaign and then actually donated to MDA last month.

Capital Fund Revenue October 31st YTD revenue is at \$905,537, 96% of our budget for 2021.

- The decrease in Capital Sweep reflects our payments for SCBA and the Battalion Chief Vehicle

Debt Fund revenue is at 100%

- We made the 2022 Bond payment this month, which saved us over \$4,000 of interest. The 2021 payment was made this month. There are no more expenditures planned for the Debt fund in 2021.

The balance due on the Construction loan is \$491,641.86

Included at the end of this report:

- General Fund YTD b
- Other Fund Balances YTD
- Account Balances d
- Property Tax 2021 vs 2020

ESPIOC Conference: Last month, Christine attended the annual conference in Avon, Colorado for Colorado Public Information officers. We were brought together to review legal updates with social media and communications. Christine also had the opportunity to meet with the Weld County and Fredrick's PIOs. Overall, the conference was informative, and Christine was able to bring back several good practices.

Website Training: Our web designer conducted a two-hour training with Christine, so we can begin editing the website. This will allow us to have complete control to design and upload information as we need, without incurring any additional costs. Should we have a major project, we may want to consider hiring Trish to assist us.

Paylocity Training: Cindy and Christine worked with the Berthoud Fire Admin Department to get them started with Paylocity. They came to Station 2 and were able to show them the program and give them an idea of how the system works. They have begun implementing the change this week.

Public Sector Health Care Group Meeting: We had our annual Public Sector Executive Meeting to review health insurance and go over some strategies for 2022. They have compiled a report for the board which is attached in the Google Folder.

Life Safety Report: Several new constructions and/or development projects have broken ground, or will be very shortly, so we will soon begin to see an increase in all of the various inspections that accompany new building projects. Drage provided charts and graphs in the Google Folder Report.

Staff continues to route through UC Health Occupational Medicine for their annual medical evaluations. While we're finding a few small speed bumps in the process, this new process is looking like it will serve as a tremendous benefit to our members in monitoring their long-term health.

Construction of Elwell Elementary School is moving very rapidly, and site work for the new Roosevelt High School is coming along.

We sent three members up to Vail for the three-day annual training conference of the International Association of Arson Investigators – Colorado Chapter.

Inspector Nakata and Chief Drage assisted WSFR with an assessment center for their vacant Inspector 2 position.

#### Highlights:

- Kurt participated in a week-long emergency management immersion course hosted by Weld County OEM. This course provided valuable learning opportunities, as well as networking with a large number of involved EM agencies throughout the county and also included a full-scale exercise.
- Drage participated in a full-day session to evaluate emergency preparedness throughout Weld County. The session was hosted by Weld County OEM and facilitated by the Colorado Division of Homeland Security and Emergency Management. This was a comprehensive evaluation of the County's capabilities in all areas of prevention, preparedness, mitigation, response, and recovery.
- Drage will be traveling to Cobb County (GA) Fire & Emergency Services next week to serve as one of five peer assessors who will be evaluating the agency as they seek their fourth accreditation.
- The planning group for the 2022 BBQ Day event continues to meet monthly to make sure we have a tremendous event next year. I am working on a detailed emergency plan for the event, so all parties are better prepared for any potential incidents that may happen during any portion of the event. Drage is building the plan so that it can be easily adapted to any special event in our jurisdiction.
- The Citizens Advisory Group is back up and running! We are working on plans to implement a residential Knox Box program next year. They have lots more ideas, so hold on to your seats as we get into the new year.

#### Life Safety Programs:

Staff worked with various Weld County departments regarding on-going problems with illegal burning activities, unlawful operations at a self-storage facility, construction without permits, and zoning code violations. We're working closely with these Weld County employees and not only working towards resolution of the various issues, but also improving relationships between the district and the County.

Staff coordinated the inaugural session of the middle school and high school Fire Science Program during the first week of November. Kurt coordinated these sessions, and got lots of help from several operational members, to provide an introduction to the fire service with both lecture and hands-on training for 16 to 20 participating students each day. Topics included navigating a maze while wearing protective gear, moving with and using hoses and nozzles, using portable fire extinguishers, and developing an understanding of what it takes to be a firefighter.

FRFR members continue to support the Hunger Hero Backpack program. This program is a collaboration between the school district, the Weld County Food Bank, FRFR, the police departments in both towns, the YMCA, United Methodist Church, and the RHS Interact Club to provide food to 75-100 disadvantaged students. Once each week, our members help-out by delivering these food-filled backpacks.

Kurt provided training to Firefighters Nieto and Gore-Salazar for non-destructive forcible entry, and also added Engineers Frain and Unrein for some training on the fire alarm/fire sprinkler prop at Station 1.

Kurt is still actively using The Compliance Engine to track and monitor fire protection system maintenance. He is working with several businesses to help them understand what they need to do to keep their systems fully operational and compliant with adopted fire codes.

The NFPA's annual Fire Prevention Week was the first week of October. We were very thankful to receive wonderful donations from two different agents of State Farm Insurance to supply us with all of the handouts and other materials needed to support the theme of, "Learn the Sounds of Fire Safety," which is focused on increasing awareness of alarm notification devices in our homes. Kurt is working with these two State Farm agents to develop a partnership to increase our ability to reach our community with this educational message.

Logistics: Lt Covillo continues to participate in the FRFC Envision Leadership class, facilitated by Chief Mirowski, while also keeping up with the demanding workload of FRFR Logistics. Last month saw the one-year anniversary of the Logistics Program and there can be no question that the program has been sorely needed. We are extremely happy to have Lt Covillo running this program, and he is enjoying the work.

Apparatus: The Weld County Health Department evaluated all three of our ambulances on October 27th for the annual renewal of our EMS license. All three passed inspections with flying colors.

The new BC vehicle is getting close to being finished at Recreational Electric. The BCs took part in a field trip on October 27th and got their first look at the new rig. They provided some last-minute direction for mounting a few unique items. We anticipate placing this vehicle in service during November.

2918 received its scheduled annual preventive maintenance and is in good shape. We are working with Loveland Fleet Services on a few minor odds and ends for various apparatus to ensure we're not missing anything on them as we move towards the new year.

Based on the predicted shortage of tires in the coming years, we ordered all new tires that we would need during 2022 and 2023 to keep our fleet on the road. We have taken delivery of them, and they are in storage at Gateway until they are needed.

Facilities: Decontamination continues to be performed monthly at all stations.

Fire Station 1: The design team has selected the final layout and we are moving towards the technical design phase. Chief West is working with the architects on a phasing plan and he has additional information to share.

Fire Station 2: We have a signed contract for the landscaping and sign work. They are working on the engineering for the monument sign base and verifying no additional permits are needed. We are simply waiting for them to give us a start date once they have everything in place.

Fire Station 3: Nothing new to report.

Training Building: The new roof and gutters have been completed. We are now waiting for the Station 2 landscaping project to kick off so we can get the concrete replaced.

Gateway Building: Nothing new to report.

Communications: No new developments for this program area.

Quartermaster: No new developments for this program area.

Chief Drage also included in the Google Folder: Operational Responses and 2021 Response Performance Analysis.

Hobler asked Drage how Kurt was doing. Drage states he is getting better. He was diagnosed with Pneumonia.

Drage states 2022 is going to be a little crazy. Freehling asked about a grocery store and if there were any plans for a new one. Drage states he has not seen anything. Drage states the overpass will be completed May 2022. Drage states this once this is completed, everything will just start to explode growth-wise. West states they are working on some brainstorming for hiring positions to help with this workload.

Rutt asks if the crews will help do inspections. Drage states they are not qualified legally to inspect. They may increase crews to help with the walk-throughs, although, the crews also have an increased call volume.

Freehling states Wing Shack will be opening in December. This discussion then progressed into cauliflower chicken wings.

Hobler asked how we are sitting if the Federal Government pushes through the mandates. Doyon had stated our department is sitting at 84%. Doyon states it could be possible that someone will leave us, but he has not seen anyone marching around stating this. West states our numbers are pretty low compared to other departments.

West states we have a perfect storm. It is concerning but not terrible. He states if we talk about the number of buildings that are coming as well as census numbers, it looks like we went through 22,000 residents to 29,000 residents. We are up about 28%. West states calls are driven by three causes. With all this growth in mind, with COVID, with shortage of firefighters and in general, getting less applicants, we are concerned with how things will run. West states we are considering as next years hiring, potential for losing another three members for various reasons. We are down four, which is now over 10%. West states we will have to be creative. West states we are looking at lateral hires. West does not anticipate having a hard time filling these spots/positions. Respectively, we are lucky we do not hire paramedics.

West states with the function of COVID, more people are home. West states are utilization rate at FRFR was about 7%, every 1000 people generates 70 calls each and every year. We are currently up 8.6% this year.

West states on the plus-side, we have generated impact fees. West states Drage has started taking a shot at impact fees, etc. If we are close, we will be looking at 13% increase in revenue. We are trying to balance-out growth, crunching numbers, etc.

Fire Chief Report: This past month was one of triumph and tragedy- Tragedy due to two more firefighter line of duty deaths in our state. Triumph for FRFR as we moved ahead and completed several projects.

We held two important meetings with UCH this month. One was operational, the other strategic. West will discuss the strategic issue under old business. The operational issue is that with the massive growth at UCH EMS over the last few months, they have a gap between when their next academy class graduates and when they need several EMTs on the road. Because of this, they have asked to

“borrow” the staffing from 2923 during December. We were able to secure auto-aid from Evans during this time and are confident that we will be getting good coverage in Hill and Park during this brief lapse.

The new Battalion Chief vehicle is nearing the final stages after a lengthy delay. We anticipate it being in service in the next few weeks. Included is a newly designed compartment for the BC's bunker gear that vents to the outside. This concept is crucial as we work to minimize cancer exposures to our members.

This coming month we are holding the third promotional exam this year. The next exam (to be held on 11/11) will be for Battalion Chief. With the expected internal appointment of our next Deputy Chief of Operations, at least one person will be promoted from this exam in 2022.

Our recruit is doing very well at the FRFC Academy. As a reminder, her graduation will be on 12/4, and as we get more details, West will pass them on to you. We are anticipating hiring two for the fall academy in 2022. We are concerned that we may have gaps before that class begins and are currently brainstorming other avenues to fill our ranks in the near-term.

As you likely know, Proposition 120 failed to pass last week. This will help us finalize and update the budget with very few changes from the proposed budget we had last month.

#### Highlights:

- West served as a PIO for the Loveland Air Show. While no emergencies occurred during my shift, it was great to work with several chiefs and emergency managers from the region. These assignments help add to FRFR's reach.
- Christine and West attended three nights of dinner with the Chief. Our primary goal (besides food was to discuss wages and benefits and check in on any concerns among our members. West always enjoy these gatherings!
- West attended the NOCO OPS Chiefs group meeting in Berthoud.
- West coordinated and played for two line of duty death funerals. Both were in Yuma County, and ironically, West was playing at one funeral when the second firefighter was killed fighting a brush fire. Additionally, West coordinated several other bagpipers for several active duty and retiree deaths.

Station 1 Remodel: Several meetings of our Station 1 remodel workgroup have been held, and we are getting close to a final design concept to bring to the Board. This will likely be in November. West has asked our architect to bring us a phased program, as the initial estimated costs are exceptionally high. This is largely due to the cost of materials and the shortage of available construction contractors right now. We have identified the critical areas for remodeling, as well as those areas that can be delayed.

#### Highlights:

- Improving response times by offering two ways out of the second floor to the Apparatus Bay
  - Current design has two stairwells and a firepole
- Clean environment to reduce cancer possibilities among our members
  - Decon Room to minimize exposures
- More secluded and private rooms and bathrooms and sleeping for up to 11 on duty members
  - Thinking ahead 2-3 years, we may have a problem. We are going to bring on about 12 firefighters as a time pull this off. Hiring in small chunks to get through our process and have it ready to have an Engine and Ladder Company as we ramp up for the next station
  - Separate bedrooms and bathrooms
- Office suites for the on-duty LT and BC
- A more accessible classroom for training
  - In Phases – isolate space to put an elevator in, in the future. The electric moving chair in ot met by ADA guidelines.
- Increased Office space on the first floor for up to 8 staff members
- Workout space that isolated form the bay exhaust
- Training tower to reduce out of service time for Station 1
- Adding an entry with some of architecture. Add more parking and that will clean up the landscaping issue (Phase 1)
- Most complicated – extend living quarters. The kitchen extends into the bay a bit. This will be more difficult and expensive
- Day Room and Study Rooms

West states he is trying to keep cost down by using the existing framework. The next phase is to do drawings with real walls and see where this will go.

Rutt states/asks as we go down the road, could we make bedrooms into offices as build more stations.

#### NEW BUSINESS:

Resolution to Update Fee Schedule: The Life Safety Bureau charges fees for new construction plan review and permitting. The last time we updated our fee schedule was January 1, 2021. Since then, we have received feedback from applicants, identified some opportunities for minor improvements, and also reviewed fees assessed by several neighboring fire departments to develop a proposal for updating our fee schedule.

Drage states changes were very minor. Drage gives an example of a Standby Event at \$50 per hour per firefighter. Drage states we are just making sure we are accounting for our costs.

Colorado Revised Statutes, 32-1-1002(1)(e) authorizes fire protection districts "to fix and from time to time increase or decrease fees and charges as follows, and the board may pledge such revenue for the payment of any indebtedness of the district." It is staff's intent that any fees we charge would be reasonable and appropriate, and comparable to our neighboring fire districts.

The FRFR membership has asked the Senior Leadership Team to use the following fire districts as reasonable comparisons when it comes to personnel salaries: Loveland Fire Rescue Authority, Greeley Fire Department, Poudre Fire Authority, Windsor Severance Fire Rescue, Frederick-Firestone Fire Protection District, and Platteville-Gilcrest Fire Protection District. We have used the adopted fee schedules of these same districts, plus our two towns, to provide comparison data for plan review and permit fees.

None of the above-listed agencies have made significant changes to their fee schedules for 2022; however, we found that the current fee schedule did not include a minimum plan review fee. Several contractors have recommended to us that we implement a minimum fee schedule to more accurately account for our time spent reviewing and inspecting some of the smaller projects that come through our office. The changes proposed to our fee schedule are extremely minor, and the resulting fees will still be significantly less than those charged by many fire departments. In the opinion of staff, the FRFR fees will fair and reasonable.

Staff requests Board discussion regarding the proposed Consolidated Fee Schedule. If the Board determines the proposal to be reasonable and appropriate, staff requests a motion and a second to approve FRFR Board Resolution 2021-02.

Hobler moves to approve Front Range Fire Rescue Board Resolution 2021-02 adopting the Consolidated Fee Schedule as presented, for implementation effective on January 1st, 2022. Freehling seconds. Roll call: All "aye." Motion passes.

Selling of Vehicle: Recently the Board inquired if we had any surplus apparatus to sell. West explained that we were looking at reducing our fleet of brush trucks by one and that we had a dodge pick-up that we had identified as unnecessary in our fleet. West states it has moved less than 500 miles a year. West states its worth is approximately \$4000.

We are looking at all our suppression apparatus over the next few months but are prepared to dispose of the 2004 Dodge Pick-up tonight.

Freehling moves to sell the 2004 Dodge Pick-up truck for the highest possible price via public sale and if unsuccessful via internal bid. Hobler seconds. Roll call: All "aye." Motion passes.

#### OLD BUSINESS:

Selling of Ambulances: Last year in October, we were approached by UC Health about the possibility of them purchasing our current ambulances. Four of the soon-to-be six agencies use ambulances owned by UCH. Ourselves and WSFR own our ambulances, and UCH provides personnel. In the last 13 months, UCH has changed its executive leadership, and this issue was tabled. Recent meetings with UCH have brought this topic back up for several reasons. We feel we are moving in the right direction by continuing these talks.

The units were purchased by FRFR originally in the interest of assuring we had units should we lose UC Health or another private service. If that were to happen, we would have ambulances and possibly conduct a Paramedic hiring process and fire-based transport services. As time has gone on, we feel confident in our relationship with UC Health, and the concept of us purchasing rigs in the future, their maintenance, fuel, and associated expenses would not make sense. In Weld County, four of the six fire departments serviced by UC Health utilize their ambulances. Windsor is also in talks to sell their ambulances to UCH.

Our recent meetings have found that the value of the fleet is still high. The fleet manager at UCH and West agree that we are close to \$150,000 in value, although we are making sure that is still the case. Additionally, selling these ambulances would save the district a sizable amount in fleet service costs and fuel.

West states this is the last set of ambulances he would like to buy. West is concerned about our budget concerns, maintenance, and apparatus. West handed out a handout of average fuel/repairs/cost per mile. West does not feel investment part is a no from a cost perspective. West states we are moving in the right direction.

West states UC Health would like to speak with the BoDs about their thoughts. West states he feels very optimistic about this.

Rutt states that this ambulance is our only one that we have here and that it should stay here. West states that Greeley is running 7 more calls than we are, and they are choosing not to own ambulances. West states we have service level agreements 0 having one provider between other districts, the ability to flex is going to be important. 2923 is the best bargain FRFR has had. West states they UC Health is committed to us. West states that with all of the ambulance bids, FRFR filled up first.

Young, who is attending virtually, asked what ambulances we would get. West states UC Health will be balancing mileage, etc. West states we are in the middle of the pack in Weld County, so we should not get the end of the stick.

If we sell the ambulance – what is ours that we bought and what is included in it. We received one or more of the cots off of a grant and fire extinguishers. We also own the mobile radios. West states we can use that as a bargaining factor as they come back with numbers/offers.

West asks if the BoDs have any questions to ask UC Health, and to please let him know. West is going to ask not to do anything in December as the schedule is already full.

West states the meeting with the UCH Fleet Chief was from Poudre. West states the Fleet Chief speaks our language.

BOARD REPORTS: None.

CORRESPONDENCE: Provided in the Google Folder. West states that Christine has been on this Public Health Care Group since 2015. We get outstanding service and prices from them for our healthcare. West states Christine is the facilitator for this.

ADJOURNMENT: Rutt moves to adjourn at 19:56. Meeting adjourned at 19:56.